

# Holiday Show Information

Please contact us with any questions or concerns or that you might have.

## Location and Dates

The Holiday Show will be held at Sun Vally High School on Sunday, December 10th. We will have a leotard rehearsal at Sun Valley on Saturday, December 9<sup>th</sup> (see details and schedules below).

## Ticket Note:

Holiday Show Ticket Order Forms were emailed last week and are due by November 11. If you have not yet turned in an order form, please do so as soon as possible. After November 11, any remaining seats will be sold on a first come, first serve basis.

Tickets/Wristbands: In lieu of tickets, each family will be given wristbands (in the quantity as listed on your ticket order form). Wristbands will be picked up at our information table in the theater lobby on the day of the show and must be worn to enter the auditorium. **Important - Extra tickets/wristbands may or may not be available for sale the day of the show.** If you have not yet turned a ticket form into us, please immediately access the Holiday Show ticket order form link located on our website – [www.paulklllockedance.com](http://www.paulklllockedance.com).

## If you need help

Performances are not simple events to coordinate and organize. There is a lot of information in this document. If you have not yet participated in one of our shows and have questions, please contact us as soon as possible so we can help you.

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## Calendar of Important Dates

Date	Day	Comment
November 13-17	Monday – Saturday	Studio Visitation Week
November 22-25	Wednesday - Saturday	Thanksgiving Break (No Classes)
November 25	Saturday	Brandywine Dance Shoppe One-Day 20% off Sale (if you need supplies)
December 9	Saturday	Holiday Show Rehearsal at Sun Valley High School (see details below) <b>Note: All our Saturday morning classes will be running as usual. Our Saturday Rising Star 2 and Child 1 classes finish at 10am. They are not required to be at the theater until 11:30a.</b>
December 10	Sunday	Holiday Shows - 1:00 & 4:00p
Dec. 20 - Jan 2	Wednesday – Tuesday	Studio Closed (New Year's Break)
January 3	Wednesday	Classes Resume

# Important Holiday Show Rules

**Please inform the people you are inviting. If any rule does not make sense, please contact us,**

By participating in the Holiday Show, it is understood that the studio has an obligation to take care of and protect all of the families and children involved, and that everyone must abide by the following agreements. Any family that cannot follow the rules listed below (or those delineated within this Holiday Show Information letter) should withdraw from our Holiday Show.

## At the Performances:

- Guardians **must** wait until the intermission or the end of the show to pick up their dancer. Guardians cannot pick up their dancer immediately after their number.
- Due to our Insurance Company's and the State's security concerns, we have implemented stringent dismissal procedures (see pages 8-9) to ensure the children's safety and well-being. Please make sure everyone in your party is aware of these policies.
- No one is permitted to use any video or camera recording equipment (including cell phones) of any kind in the auditorium at the performances on Sunday, December 10. The show is being filmed by a professional videographer, and a video link will be given to all participants. You may take videos or photographs at the studio during your student's visitation week of November 13-18. You may also video at the rehearsal at the theater on December 9, though the students will be in leotards and not in costume.
- Given limited time on the day of the show, guardians will not be able to take pictures of the students in their Holiday Show costumes. Our Rising Star 2 and Levels 1-4 may take pictures of their children in their Holiday Show costumes at the studio during our visitation week of November 13-18, but not at the theater during the performances. For our A levels and above, we do not yet have all of their costumes in our possession and may not have them available for our visitation week. We are having a photo-day at our studio on Sunday, December 3<sup>rd</sup> (where Holiday Show costumes will be made available) A Photo Signup Genius list will be sent to all participants.
- No cellphone, tablet, or any gaming devices are permitted to be in use in the auditorium while dances are being performed on stage. It is a darkened theater. All devices must remain off with the following exception: Holiday Show Programs will be made available through QR codes that will allow you to view the Holiday Show Order on your phone. You may look at your phone in-between numbers but not during numbers.
- The doors of the theater will not open while dances are in progress. If you must leave or enter the theater, you must do it in-between numbers.
- Out of courtesy for other audience members, do not talk or stand up and block the view of audience members while dances are in progress. Please take any children who are noisy outside of the auditorium until they calm down.
- If you are attending two shows on the same day, the audience must completely clear the theater between the shows. Families attending the first show cannot save seats for the second show. Any items left in the theater after either show will be placed in our lost and found.
- **NO FOOD OR BEVERAGES** are permitted in the dressing rooms or auditorium. Food is allowed in the lobby only. The shows are about 1 hour long – please feed your dancers before they come – they should not need to eat during the show. Note: We will talk to dancers who are performing in more than one show and who must be at the theater for several hours about food – there is a plan for them. All dancers may bring a water bottle if they wish (with water in them only) – No coffee, tea, soda, juice, or anything other than plain water.
- Students must wear the appropriate tights as delineated on page 4-5 of this letter. If students arrive to the performance with incorrect tights, and the studio has to supply tights (if they are available), the family's account will be charged.
- Students must change costumes in our designated changing areas. There is not enough room, time, or security personnel for students to run to the bathrooms. In the rooms where we are holding the students, we will have private changing areas blocked off. Students are required to obtain a flesh-colored bodysuit (and/or undergarments) to wear under their costume so they remain covered while changing clothes or costumes.
- Everyone must handle themselves calmly and bring any difficulties to the attention of the director. Under no circumstances is anyone to be disruptive at the Rehearsals or at the Performances.

## General Dancer Notes

- Jewelry - Do not wear jewelry on stage. This includes bracelets (ankle or wrist), earrings, rings, etc.
- Pierced Ears – Please do not get your child's ears pierced right before the Performance. If your child's ears have recently been pierced and they must wear a small post earring, cut off a piece of a flesh tone band aid and place it over the earring to cover it up.
- Nails/Polish –Students should not wear long acrylic nails on stage (they can scratch other students). Absolutely no colored nail polish. If students have colored nail polish, they need to arrive at the theater with flesh colored band aids over their nails (our staff will either cover or remove colored nail polish). Clear nail polish and French Manicures are ok.
- Underwear - Do not wear underwear under your tights; it shows through (tights serve as underwear). We tell younger children that the costume is like a bathing suit and that the underwear is magically built in. If your young student gives you a hard time, please find underwear that does not show (or obtain a flesh-colored bodysuit).
- All undergarments (including bras) must be flesh colored.
- Students should wear street clothes to the dressing room that can easily be removed and do not mess up the student's hair and makeup when removed. Zip-up sweat jackets are great!

# Holiday Show Information Chart Descriptions

## Regular Weekly Class Time

- The first three columns on the chart below denote the day and time of the student's regular classes.

## Rehearsal Time (Date Saturday, December 9) – Sun Valley High School

- Time to Arrive: Time you should be in the theater (NOT the studio) ready to dance.
- Rehearsal Time: The time we plan to run the class's rehearsal.
- This rehearsal is a leotard rehearsal (not a costume rehearsal). Students should arrive to the theater (and stop at our information table in the lobby) in their regular "dress code" dance clothes (and with their shoes). So we can double check, students should come to the rehearsal wearing the tights they are wearing for the performance and with their hair done as it should be for the show (see below). Students do not need to wear makeup for the Rehearsal.

## Hair/Tights/Shoes

- All students must have their hair in a ballet bun (using a hair net and hair pins). If you do not know how to put hair into a ballet bun, see the hair videos on page 6.
- Tights – students need to obtain the tight colors listed below. See the chart on page 4-5, for a list of the style types that can be obtained from the Brandywine Dance Shoppe 302.478.4403 (or possibly ordered from Amazon).
- Shoes – This lists the shoes the students will be wearing (this should be the shoes the students are already wearing to class).

## Performances (Date Saturday, December 10) – Sun Valley High School

- These columns list the show each class is performing in, and their performance order. Students should arrive to the theater wearing their tights and skin toned undergarments under their street clothes with their hair and makeup done (see pg 6 for makeup information). They should bring their dance shoes with them. They will then check in at our information table in the theater lobby and head to their dressing room. After arriving at their dressing room, we will help the students get into their costumes.
- Rising Star, Level 1-4 and Level A & B students should arrive at the theater 30 minutes before their show begins.
- Level C and higher students may arrive 30-60 minutes before their show time.
- Restrooms:** Please take your child to the restroom before dropping them off to the dressing room.

Regular Weekly Class Time			Rehearsal Time Sat. 12/9		Hair / Tights / Shoes			Performances Sun. 12/10	
Days	Time	Class Abbr.	Time to Arrive	Reh. Time	Hair	Tights	Shoes	1:00p	4:00p
Mon.	05:45	Rising Star 2	12:00n	12:15-12:45	Bun	Pink	Pink Ballet		05
Tue.	04:30	Tap B	1:30p	1:45-2:15	Bun	Flesh	Black Tap	18	19
Tue.	05:15	Ballet B	1:00p	1:15-1:45	Bun	Pink	Pink Ballet	07	08
Tue.	06:15	Tap A	12:30p	12:45-1:15	Bun	Flesh	Black Tap		14
Tue.	06:30	Lyrical C	12:00n	12:15-12:45	Low Bun Center Part	Flesh	Tan Jazz	14	15
Tue.	06:45	Jazz A	1:30p	1:45-2:15	Bun	Flesh	Tan Jazz		06
Tue.	06:45	Tap F	12:00n	12:15-12:45	Low Bun Center Part	Flesh	Black Tap	01	01
Tue.	07:30	Jazz D2	12:30p	12:45-1:15	Low Bun Center Part	Flesh	Tan Jazz	17	18
Tue.	07:30	Lyrical E	1:00p	1:15-1:45	Low Bun Center Part	Flesh	Tan Jazz	04	04
Tue.	07:30	Lyrical F	1:30p	1:45-2:15	Low Bun Center Part	Flesh	Tan Jazz	16	17
Tue.	08:30	Modern F	1:00p	1:15-1:45	Low Bun Center Part	Convertible Flesh	Bare	12	13
Tue.	08:30	Tap D and E	12:00n	12:15-12:45	Low Bun Center Part	Flesh	Black Tap	09	10
Wed.	05:45	Ballet C	1:00p	1:15-1:45	Low Bun Center Part	Pink	Pink Ballet	02	02
Wed.	06:15	Jazz F	12:30p	12:45-1:15	Low Bun Center Part	Flesh	Tan Jazz	10	11
Wed.	07:15	PG Rockette	1:30p	1:45-2:15	Low Bun Center Part	Flesh	C level Tan Jazz, Level EF Heels	19	20
Wed.	08:30	Jazz E	12:30p	12:45-1:15	Low Bun Center Part	Flesh	Tan Jazz	11	12
Thu.	01:30	Rising Star 2	12:00n	12:15-12:45	Bun	Pink	Pink Ballet		05
Thu.	05:00	Level 3 Jazz	11:30a	11:45-12:15	Bun	Flesh	Tan Jazz		07
Thu.	05:45	Level 1 Tap	12:00n	12:15-12:45	Bun	Flesh	Black Tap		03
Thu.	05:45	Level 2 Ballet	11:30a	11:45-12:15	Bun	Pink	Pink Ballet	06	
Thu.	06:15	Level 4 Ballet	11:30a	11:45-12:15	Bun	Pink	Pink Ballet	13	
Thu.	06:45	Jazz C	12:30p	12:45-1:15	Low Bun Center Part	Flesh	Tan Jazz	08	09
Thu.	06:45	Modern E	1:00p	1:15-1:45	Low Bun Center Part	Convertible Flesh	Bare	15	16
Fri.	04:45	Rising Star 2	11:30a	11:45-12:15	Bun	Pink	Pink Ballet	05	
Fri.	05:30	Level 1 Tap	11:30a	11:45-12:15	Bun	Flesh	Black Tap	03	
Fri.	05:30	Level 2 Ballet	11:30a	11:45-12:15	Bun	Pink	Pink Ballet	06	
Fri.	06:30	Level 3 Jazz	11:30a	11:45-12:15	Bun	Flesh	Tan Jazz		07
Sat.	09:00	Level 1 Tap	11:30a	11:45-12:15	Bun	Flesh	Black Tap	03	
Sat.	09:15	Rising Star 2	11:30a	11:45-12:15	Bun	Pink	Pink Ballet	05	

# Tights, Bodysuits, Shoes, Undergarments,

To obtain supplies, you may order online from a supplier, or we recommend the Brandywine dance Shoppe (302) 478-4403 – 4005 Concord Pike, Wilmington, DE (just south of Concord Mall on Rte 202). They now have an online ordering option (see the link below). Or you may visit the store Monday thru Friday 10am to 6pm, or Saturday 10am to 5pm.

## Brandywine Dance Shoppe 20% Sale

- The Brandywine Dance Shoppe is having a 20% off sale on Saturday, November 25. You may visit their store before 5:00p on Saturday or order online before midnight. Note: This sale does not include “Ovation” dance bags.

Brandywine Dance Shoppe Online Ordering Link: <https://brandywinedanceshoppe.square.site>

See the Chart on Page 4 for a list of required tights after each class

Pink Tights	
Note: All Rising Star and Ballet students should obtain Pink tights:	
<b>Footed Tights</b> Bloch (Style T0981G or T0981L) Capezio (Style 1915x, 1915c, 1915)	Bloch “Pink” not “Light Pink” tights
<b>Convertible Tights</b> Bloch Adaptatoe (Style T0982G or T0982L) Capezio Transition (Style 1916x, 1916c, 1916)	Capezio “Light Pink” not “Pink” tights.
Flesh Colored Tights	
All Jazz, Tap, Modern, & Lyrical students should obtain Skin Toned Tights: Note: No tight color perfectly matches your skin, the goal is to come close.	
Students needing a paler shade of skin toned tights should obtain either:	
<b>Footed Tights</b> Bloch (Style T0981G or T0981L) Capezio (Style 1915x, 1915c, 1915)	Bloch “Bloch Tan” and not regular “Tan”
<b>Convertible Tights</b> Bloch Adaptatoe (Style T0982G or T0982L) Capezio Transition (Style 1916x, 1916c, 1916)	Capezio “Light Suntan” not “Suntan”.
<b>Footless Tights</b> Bloch (Style T0985G or T0985 L) Capezio (Style 1917x, 1917c, 1917)	
Students needing a darker deeper shade of skin toned tights:	
If you need a darker shade of dance tights, please contact the Brandywine Dance Shoppe directly. They have access to multiple shades that are suitable for dance performances and can help you pick the shade that comes closest to your skin tone.	
Dance Shoes	
There are many styles and varieties of dance shoes. If you go to the Brandywine Dance Shoppe, they only carry acceptable dancewear. If you are ordering from an online supplier like Amazon, please make sure to order a shoe from a reputable manufacturer.	
<b>Three of the most popular dance manufacturers are:</b> <ul style="list-style-type: none"> <li>Bloch</li> <li>So Danca</li> <li>Capezio</li> </ul>	

Bodysuits/Undergarments
Holiday Show students must obtain either a flesh-colored dance bodysuit to wear under their costume or wear dance approved undergarments. Bodysuits can be obtained from the Brandywine Dance Shoppe. Note: Our Level C students and above typically wear dance bras and undergarments versus body suits, also attainable at the Brandywine Dance Shoppe.
We require bodysuits for our B levels and below because:
<ul style="list-style-type: none"> <li>Students will need to change into and out of costumes in their assigned rooms. Due to time, space, and security concerns, students are not permitted to run to the bathrooms to change.</li> <li>In addition, some students have sensory issues. Costumes may have sequins and seams that itch. A bodysuit puts a layer of fabric between the student’s skin and their costume.</li> </ul>

# Makeup

Because stage lights tend to wipe out facial features, makeup should be worn for the Performances. Makeup is not necessary for the rehearsal. Younger children should wear lipstick, eye shadow, and blush. Use natural tones. Older students should wear the same plus eyeliner and mascara. If your child's eyebrows are light, you may darken them slightly. Masculine presenting students should talk to us.

## How To Do Hair Videos

All Holiday show students need to wear their hair in a ballet bun (unless the dancer has extremely short hair – see note below). Students with buns will need a hairnet, bobby pins, and hairpins. The bun, ideally, is placed on the crown of the head; however, it should not be visible when you look at your child straight on from the front. If it is visible, it is too high. Buns can be placed lower if the child's hair is not long enough. A ballet bun should sit somewhat flat on the head. We often see ballet buns incorrectly done in such a way that they resemble a ball on the back of the head.

**Hair Videos** – Go to the “Holiday Show Tab” on our website for instructional videos on how to make a bun. This is how we expect your dancer's hair at our rehearsal and performance. We, typically, can put a student's hair into an acceptable bun (from a ponytail) within five to ten minutes. If you are taking much longer, please contact the studio so we can help you.

**Note: After watching the videos, if you have any questions on how to do hair, please contact us. We usually have very simple and easy tricks using hairpins and a hairnet to make a ballet bun in a few minutes.**

### General Hair Notes:

- **Hair Nets** – You will need a hairnet for your bun. Hair nets can usually be obtained from drug stores. If you cannot find them, contact the studio -hairnets will be available at the studio and at the rehearsal (\$3 for a pack of 2).
- **Hair Pins** – U-shaped hair pins come in at least three varieties of 2-inch and 3-inch pins. If the student's hair is thick or long, 3-inch hair pins make putting hair up easier (these usually need to be obtained from a hair supply store or Amazon). 2-inch hair pins are fine for most buns; however, they come in two varieties. One 2-inch variety is very thin and is designed to be very bendable (they are not useful for buns). Regular 2-inch hair pins are thicker, not as bendable, and are good for buns.
- **Short Hair** - If your hair is extremely short and cannot be put into a bun, use hairspray, bobby pins, clips, and/or hair product to secure the hair back off the face and clip the hair to the back of the head. Contact us if you have any questions. We have been successful creating tiny buns using a hairnet.
- **Bangs** - Regardless of style, the bangs of all students must be pulled back and secured off their face.
- **Wispies** – No wispies. All hair must be secured close to the head with bobby pins and/or hair product.
- **Hair Accessories** - Please do not use fancy-colored clips, beads, or other visible hair accessories. Just pull their hair straight back cleanly and neatly into a bun or a pony. The goal is to see the hairpiece (if one comes with the costume) and not the accessories needed to hold up the hair.
- **Hair Bun Donut** - There are methods of putting hair into a bun using a “hair bun donut”. These methods have the benefit that if someone has short hair, they can still look like they have a bun. Important however: buns should lie flat to the head and not stick out like a ball (there is a technique to accomplish this using hairpins). A challenge with “hair bun donuts” is that if they are not secured properly with a hair net and hairpins (as the included videos show), they can look like a ball on the back of the student's head. If you are using a hair bun donut, contact us if you have questions.
- **Masculine Presenting Students** – Should contact the studio about hair.

# Holiday Show Orders 2023 (subject to change)

Holiday Show Rehearsal Saturday, December 9				Holiday Show Performance 1:00 Sunday, December 10			Holiday Show Performance 4:00 Sunday, December 10		
Order	Class Abbr	Arv	Reh Time	1:00	Class	4:00	Class		
01	Rising Star 2 - Saturday 9:15	11:30a	11:45-12:15	01	Tap F - Tuesday 6:45	01	Tap F - Tuesday 6:45		
01	Rising Star 2 - Friday 4:45	11:30a	11:45-12:15	02	Ballet C - Wednesday 5:45-6:45	02	Ballet C - Wednesday 5:45-6:45		
02	Level 1 Tap - Friday 5:30	11:30a	11:45-12:15	03	Level 1 Tap - Friday 5:30	03	Level 1 Tap - Thursday 5:45		
02	Level 1 Tap - Saturday 9:00	11:30a	11:45-12:15	03	Level 1 Tap - Saturday 9:00	04	Lyrical E - Tuesday 7:30		
03	Level 2 Ballet - Friday 5:30	11:30a	11:45-12:15	04	Lyrical E - Tuesday 7:30	05	Rising Star 2 - Thursday 1:30		
03	Level 2 Ballet - Thursday 5:45	11:30a	11:45-12:15	05	Rising Star 2 - Saturday 9:15	05	Rising Star 2 - Monday 5:45		
04	Level 3 Jazz - Thursday 5:00	11:30a	11:45-12:15	05	Rising Star 2 - Friday 4:45	06	Jazz A - Tuesday 6:45		
04	Level 3 Jazz - Friday 6:30	11:30a	11:45-12:15	06	Level 2 Ballet - Thursday 5:45	07	Level 3 Jazz - Friday 6:30		
05	Level 4 Ballet - Thursday 6:15	11:30a	11:45-12:15	06	Level 2 Ballet - Friday 5:30	07	Level 3 Jazz - Thursday 5:00		
06	Rising Star 2 - Monday 5:45	12:00n	12:15-12:45	07	Ballet B - Tuesday 5:15	08	Ballet B - Tuesday 5:15		
06	Rising Star 2 - Thursday 1:30	12:00n	12:15-12:45	08	Jazz C - Thursday 6:45	09	Jazz C - Thursday 6:45		
07	Level 1 Tap - Thursday 5:45	12:00n	12:15-12:45	09	Tap D and E - Tuesday 8:30	10	Tap D and E - Tuesday 8:30		
08	Tap D & E - Tuesday 8:30	12:00n	12:15-12:45	10	Jazz F - Wednesday 6:15	11	Jazz F - Wednesday 6:15		
09	Lyrical C - Tuesday 6:30	12:00n	12:15-12:45		Intermission		Intermission		
10	Tap F - Tuesday 6:45	12:00n	12:15-12:45	11	Jazz E - Wednesday 8:30	12	Jazz E - Wednesday 8:30		
11	Jazz D2 - Tuesday 7:30	12:30p	12:45-1:15	12	Modern F - Tuesday 8:30	13	Modern F - Tuesday 8:30		
12	Jazz E - Wednesday 8:30	12:30p	12:45-1:15	13	Level 4 Ballet - Thursday 6:15	14	Tap A - Tuesday 6:15		
13	Jazz C - Thursday 6:45	12:30p	12:45-1:15	14	Lyrical C - Tuesday 6:30	15	Lyrical C - Tuesday 6:30		
14	Jazz F - Wednesday 6:15	12:30p	12:45-1:15	15	Modern E - Thursday 6:45	16	Modern E - Thursday 6:45		
15	Tap A - Tuesday 6:15	12:30p	12:45-1:15	16	Lyrical F - Tuesday 7:30	17	Lyrical F - Tuesday 7:30		
16	Ballet B - Tuesday 5:15	1:00p	1:15-1:45	17	Jazz D2 - Tuesday 7:30	18	Jazz D2 - Tuesday 7:30		
17	Lyrical E - Tuesday 7:30	1:00p	1:15-1:45	18	Tap B - Tuesday 4:30	19	Tap B - Tuesday 4:30		
18	Modern F - Tuesday 8:30	1:00p	1:15-1:45	19	PG Rockette - Wednesday 7:15	20	PG Rockette - Wednesday 7:15		
19	Ballet C - Wednesday 5:45-6:45	1:00p	1:15-1:45						
20	Modern E - Thursday 6:45	1:00p	1:15-1:45						
21	Lyrical F - Tuesday 7:30	1:30p	1:45-2:15						
22	Jazz A - Tuesday 6:45	1:30p	1:45-2:15						
23	Tap B - Tuesday 4:30	1:30p	1:45-2:15						
24	PG Rockette - Wednesday 7:15	1:30p	1:45-2:15						

# Holiday Show Sign In & Dismissal Policies

## Before the Performance Day:

- Please explain the following sign-in/out procedure to your dancer. Let them know that they are expected to remain backstage in their dressing rooms until you come to the sign out table to get them, either at Intermission (if they are finished dancing) or at the end of the show.
- If your student will be driving themselves to the theater, please send us an email stating that you give your minor permission to sign himself or herself in and out. Explain to your teen that he/she will still need to sign in when he/she arrives, that he/she may only sign herself out at the appropriate time (intermission or the end of the show) and that he/she may not leave the backstage area at any other time during the show.
- If you have an extreme circumstance and will need your dancer to leave the theater early (rather than waiting for Intermission or the end of the show), send us an email immediately explaining your situation in detail so any security people will be aware of your situation.

## Signing In at the Theater

- All students must check into the theater ½ hour before their show begins. All students should enter the building and stop at our information table in the lobby. Students and one guardian will then be directed to the dressing room where they will sign the student in.
- If the student is under age 18, a guardian must come to the table with the student to sign them in. The exception to this is 16 and 17 year old students who are driving themselves and whose guardians have emailed us in advance giving permission for their child to sign themselves in and out.
- Dancers who are 18 or over may sign themselves in and out; however, they may only sign themselves out at the appropriate time (the intermission or the end of the show – when all of their dances are completed) and they may not leave the backstage area at any other time during the show.
- **Students' Food** - Students must eat any food in the lobby before they sign in. No food is permitted in the dressing room. Note that once signed in, students will not be allowed to go to get food, even at Intermission, so plan ahead and have them eat before signing in.

## Wristbands:

- As part of the sign-in process, we will give each guardian a numbered wristband, which will be needed for sign-out.
- At sign-in, we will ask who will be signing the student out, and record this on our sign-in/out form.
- When it is time to dismiss, the sign-out guardian, with the numbered wrist band must come to the Sign In/Out table to pick up their child.
- If one guardian is signing in and another is picking up, you must pass the wristband from the sign-in guardian to the sign-out guardian.
- If a circumstance arises where one guardian needs to drop off, and a different guardian will be picking up (and you are not going to see one another to pass the wristband), tell the staff when you sign in. They will record the name and contact information of the person picking up. The person picking up must show a photo ID.

## Guardians & Dressing Rooms

- After signing in, we prefer that the students head back to the dressing rooms by themselves. We will have volunteers to escort younger children to the dressing room and help them get into their costumes.
- However, there are exceptions to this: If you think your child might be frightened or anxious about heading back to the dressing room without you, you may sign in on our "visitor log" and go back to the dressing room with your child. If your child needs you, you may stay for as long as needed; however, please leave and return to the audience once they're settled.



### **Picking Up Your Dancer and Signing Them Out**

- Students will be dismissed at Intermission (if they are only dancing in the first Act), or at the end of a show (and at no other time).
- We will have staff on hand during Intermission and at the end of the show to handle dismissals.
- When you sign your child in, we will ask when you plan to pick up your child:
  - At intermission (if they are only in Act 1)
  - After the show (If they are in Act 2)
  - At intermission of the next show (if you are in two shows on the same day and wish to pick up at the intermission after Act 1 of the second show)
  - At the complete end of the next show (if you are in two shows on the same day and wish to pick up at the end of the second show after Act 2).
  - Students in both shows may also be signed out after the first show and signed in again before the second show by their guardian.
- Students who are only in the first Act of the show need to be picked up at Intermission
- Students who are in the second act of the show may not leave the sign-in area at Intermission; they must stay in their dressing rooms. These students will need to be picked up at the end of the show.
- If students are staying for two shows on the same day, we will take care of the students in between shows if a guardian has not signed them out. If they are signed out after the first show, they must be signed back in for the second show and have the wristband number either re-recorded or re-issued.
- Please do not tell your children to just meet you in the lobby. We cannot dismiss children without someone to sign them out. A guardian with a wristband must come to the sign-out table to pick up the child.
- **If you have a Serious Last-Minute Emergency** and need us to dismiss your child at a time other than Intermission or the end of the show, let the sign-out staff know and give them a detailed explanation as to why. They will need to clear it with Mr. Paul. We will work with you when you have extreme emergencies.

### **If your Child is in Two Shows on the Same Day**

- You may sign your child out after the first show and sign them back in for the second. Note: If your child is in the second act of the first show, there generally is not a lot of time (about 1 hour) to take them out to a restaurant before you have to return for the second show. We recommend that you pack a lunch and eat at the theater in-between shows when we let the student know that it is appropriate.
- If a student is in two shows and needs to eat lunch in between shows and has not been signed out, our staff will make sure the student is brought to an area where it is safe to eat. Students are not allowed to wander off, and students must stay in the area where we have placed them.

### **If a Friend or Relative wishes to greet a Dancer who is in Two Shows**

- If your dancer is in both shows and a guardian or relative wishes to see them between shows, please do not just enter the dressing room; a guardian must sign their dancer out at our security table and then sign them in again after the visit. We are not able to accommodate any requests to greet dancers at the intermission in between Act 1 and Act 2 of the same show.

## **Any Questions?**

We want the Holiday Show to be a great experience for all of our dancers and their families! Please don't hesitate to call the Studio if you have any questions or concerns. Please call us early! Any problems or questions you have concerning the Holiday Show that can be worked out in advance greatly helps us in having a show that runs smoothly. Please do not wait until the rehearsal and performance to contact us; we are usually unavailable on these days and will not get your messages.